

**March 1, 2009**

**Transition Plan: Indiana Secretary of State, Securities Division**

**Current Licensed Indiana Loan Brokers:**

Loan Brokers holding an Indiana **Loan Brokers License** which expires December 31, 2009 and who have not yet transitioned onto the Nationwide Mortgage Licensing System (NMLS) must transition onto the NMLS by completing Form MU1 for the company and a Form MU2 for each of their control persons beginning **March 1, 2009**. Additionally Form MU3 should be completed and submitted for each branch location. This should be completed before **June 30, 2009**.

It is important that current licensees have their Indiana loan broker license number available when filing their Form MU1. The loan broker license number has been provided to each licensee in previous communications and is available on the Division's Web site at: [http://www.in.gov/apps/sos/securities/sos\\_securities](http://www.in.gov/apps/sos/securities/sos_securities). Loan Brokers should use their company license number when transitioning existing branch locations as well.

***Note:** If you have submitted forms MU1 and MU2 for another state, you do not need to re-enter your company record into NMLS to transition your license. You will only need to identify the appropriate license in Indiana and complete a few state specific requirements. Licensees should not make changes (i.e. address changes, etc.) while requesting transition to the NMLS*

**Current Registered Principal Managers and Loan Originators:**

Registered Principal Managers and Loan Originators whose registration expires December 31, 2009 and who have not yet transitioned onto the NMLS must transition beginning **March 1, 2009** by completing form MU4. This should be completed by **June 30, 2009**.

***Loan Brokers employing Principal Managers and Loan Originators have to Sponsor their registration in NMLS before approval of the individual principal manager or originator will be granted. Be advised that the Company MU1, the Branch Location MU3 (when the Principal Manager oversees a branch) and the MU4 must all be submitted prior to the company Sponsoring the Principal Managers registration.***

If you have submitted a Form MU4 in another state, then you *do not need to re-enter your record* into NMLS. You will only need to identify the appropriate registration in Indiana and complete a few state specific requirements.

Principal Managers and Loan Originators can complete and submit Form MU4 themselves or their company can complete Form MU4 and have the registrant log in to the NMLS and electronically attest to its accuracy.

Principal Managers and Loan Originators will have successfully met this requirement when the Indiana Secretary of State, Securities Division has approved their Principal Manager or Loan Originator transition request through the NMLS. It is important that Principal Managers and Loan Originators have their current registration number available when completing and submitting their Form MU4, these can be looked up at: [http://www.in.gov/apps/sos/securities/sos\\_securities](http://www.in.gov/apps/sos/securities/sos_securities).

***Note:** Licensees should use the information currently on file with the Indiana Secretary of State, Securities Division when transitioning onto the NMLS. Any change in information will need to be submitted as an amendment filing after transition approval.*